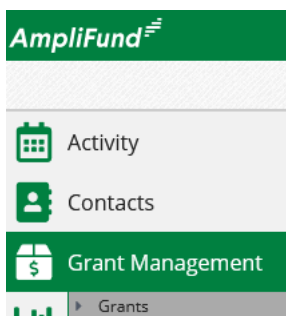


## Submit a Reimbursement Payment Request

**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

- To navigate to the Award screen:

From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]



Name	Grantor	Award Status
DED Demo	Nebraska Department of Economic Development	Approved

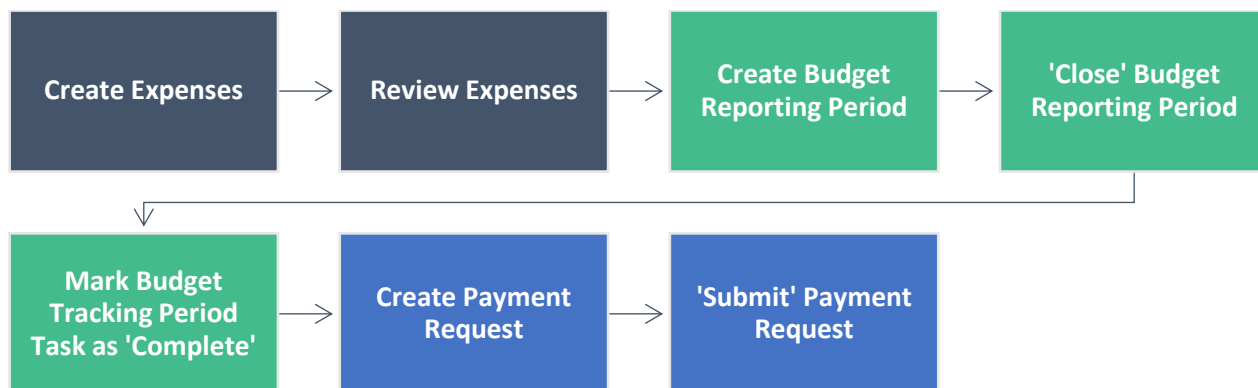
### Summary

This guide describes how to submit a payment request to DED. There are three basic steps:

1. Create Expenses
2. Compile expenses into a Reporting Period
3. Submit a Payment Request with associated reporting period(s)

Every month, you will be able to complete a Budget Reporting Period and a Payment Request. You can combine multiple Budget Reporting Periods into one Payment Request. However, you only receive *one* budget reporting period per month.

Payment Requests should only be submitted when requesting a reimbursement amount.



If you do not have any expenses during a Budget Reporting Period time frame, you can close a Budget Reporting period with \$0 in expenses.

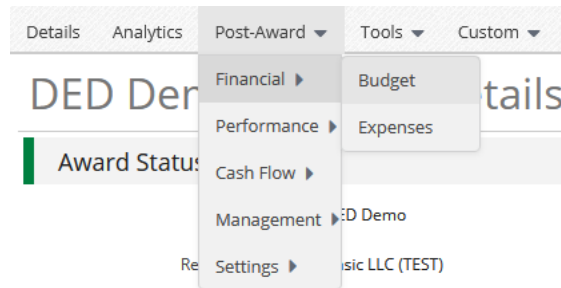
You will add expenses to track against your Budget.

## Attachments

- Below is a summary of where you will and won't add attachments to during this process:
  - Expense(s) (Attachments tab) – Source Documentation
  - Budget Reporting Period(s) – No Attachments
  - Payment Request – No Attachments

## Budget

- To see your budget: Award Screen > Post-Award > Financial > Budget



**NOTE:** If your budget is blank, please contact your Program Rep.

- Select **Match** below the options to view the **Match** column.

Details Analytics Post-Award Tools Custom



## DED Demo – Budget

Start: 1/1/2020 End: 12/31/2021

### Budget View Settings

#### Options

☐ Grant Year ☐ Responsible Individuals ☐ GL Accounts ☒ Match

#### Budget

\$10,000 from the Grant

\$5,000 from Match

#### Expense Budget +

#### Grant Funded

#### Match

#### Total Cost

#### Contract Development +

Line Item Information

Contract A	\$0.00	\$750.00	\$750.00
Contract B	\$0.00	\$1,250.00	\$1,250.00
Subtotal	\$0.00	\$2,000.00	\$2,000.00
<b>Employee Wages +</b>			
Employee Wages	\$7,500.00	\$0.00	\$7,500.00
Subtotal	\$7,500.00	\$0.00	\$7,500.00
<b>Materials &amp; Supplies +</b>			
Maintenance Supplies	\$300.00	\$0.00	\$300.00
Metal	\$500.00	\$2,500.00	\$3,000.00
Packing Supplies	\$400.00	\$0.00	\$400.00
Rubber	\$1,300.00	\$0.00	\$1,300.00
Subtotal	\$2,500.00	\$2,500.00	\$5,000.00
<b>Other +</b>			
Other	\$0.00	\$500.00	\$500.00
Subtotal	\$0.00	\$500.00	\$500.00
<b>Total Expense Budget Cost</b>	<b>\$10,000.00</b>	<b>\$5,000.00</b>	<b>\$15,000.00</b>

#### Revenue Budget

#### Grant Funded

#### Match

#### Total Revenue

Overall Award Information (Award Details tab)

#### Grant Funding

Awarded Amount	\$10,000.00	\$10,000.00
Subtotal	\$10,000.00	\$10,000.00

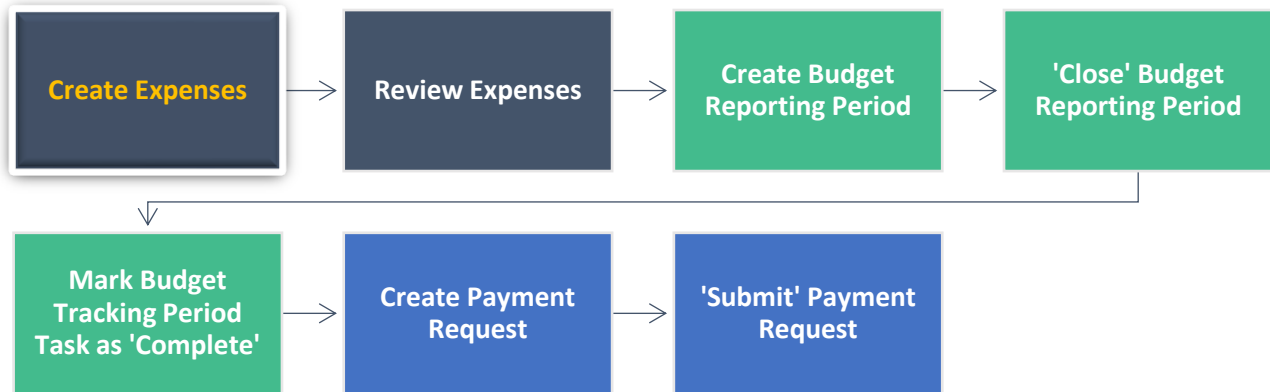
#### Match

Cash Match	\$5,000.00	\$5,000.00
In-Kind	\$0.00	\$0.00
Subtotal	\$5,000.00	\$5,000.00

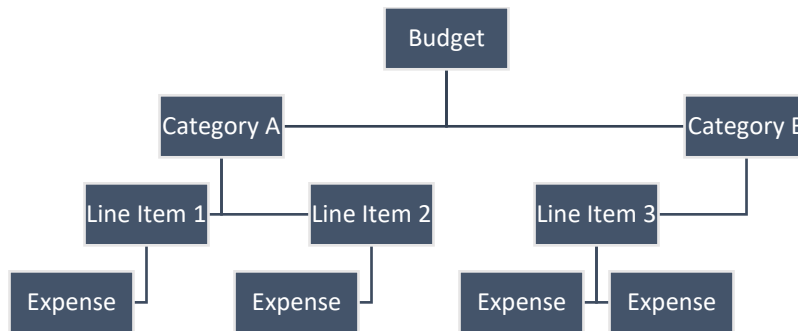
**Total Revenue Budget Cost (\$15,000.00)**

**Total Overall Budget Cost \$0.00**

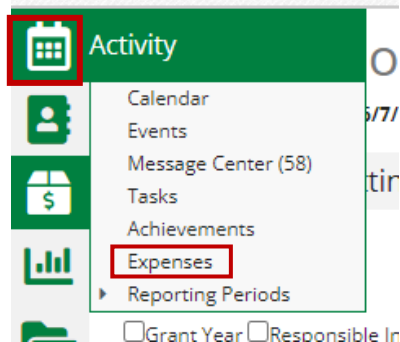
## Create Expenses



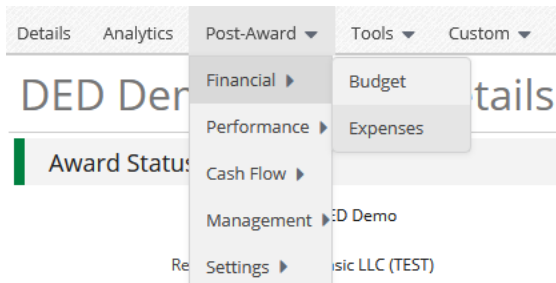
In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.



4. There are three ways to access the pages necessary for Expense creation:
  - a. Activity (left navigation) > **Expenses**



- b. Award Screen > Post-Award > Financial > **Expenses**



c. Award Screen > Post-Award > Financial > Budget > click the **\$ icon** next to a line item

The screenshot shows the AmpliFund interface. At the top, there are tabs: Details, Analytics, Pre-Award, Post-Award, Tools, and Custom. The 'Post-Award' tab is selected, and its dropdown menu is open, showing options: Financial, Performance, Cash Flow, Management, and Settings. The 'Financial' option is selected, and its dropdown menu is open, showing options: Budget, Expenses, and Settings. The 'Budget' option is highlighted with a red box. Below the menu, the 'Acquisition of Real Property (01)' line item is shown with a red circle around the '\$' icon.

5. From the Expense page, click the **+** icon to add an expense.



## Best Practice

Create one expense per invoice or per receipt.

*Example: for 1 project you may have 10 receipts for purchasing construction materials and 1 invoice from an engineer. You should have a total of 11 expenses for this project.*

## Complete the General Tab

The expense window will appear where you can add an expense record.

- Complete the **General** tab on the expense

### Add Expense

**General** Financials Attachments

Grant: DED Demo

Category: Materials & Supplies

Line Item: Metal

Item Type: Non-Personnel Line Item

Direct Cost\*: \$1,400.00

☐ Exclude From Match

Responsible Individual: John Doe

Created By: nded.research+1@gmail.com

Expense Date\*: 3/10/2021

Expense Status: Reviewed

Payee: Other

Description: Invoice 3140

Create Cancel

**Category** – [Choose the category in the dropdown menu.]

**Line Item** – [Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.]

**Direct Cost** – [Enter the amount for the eligible Total Cost of the Expense. (Grant Funds + Match)]

**Exclude From Match** – [Select if all of the cost is covered by Grant Funds (\$0 Match), or you can enter \$0 for Match on the Financials tab.]

**Expense Date** – [Select the Date of the Expense.]

**Expense Status** – **Reviewed**.

**NOTE:** An expense must be marked as **Reviewed** for it to appear in a Reporting Period.

**Payee** – Optional. If you wish to track your vendors/contractor/firm, use the **dropdown**, or choose **Create New** and type in the name of your vendor.

**Description** – Optional. Add in any details you would like to record.

## Complete the Financials Tab

7. Complete the **Financials** tab on the expense

### Add Expense

**General** **Financials** **Attachments**

Grant Funded \$1,120.00  
Match Amount \$280.00  
Direct Cost \$1,400.00

Amount \$280.00 Dollar Percentage Match Amount \$280.00  
Amount  
In Kind 0.00 % Dollar Percentage Match Amount \$0.00  
Amount  
GL Account

Click to toggle between Dollar Amount and Percentage Amount

Create Cancel

**Cash Match Amount** – [Toggle to **Dollar**. Enter the Cash Match for this expense. If this expense has no cash match, enter \$0.]

**In Kind Amount** – [Toggle to **Dollar**. Enter the In-Kind Match for this expense. If this expense has no cash match, enter \$0.]

**Grant Funded** – Auto calculate based what is entered in the Direct Cost and Match Amount.

**Direct Cost** – Auto populate from General tab.

### Best Practice

If you have additional eligible costs after running out of grant and match funds, use match amount again (not grant funds). Going over in matching funds *is* allowed. However, going over the grant-funded amount will cause processing delays and require you to correct expenses.

Review your current match amount entered by viewing the '[Grant Budget Variance](#)' report. Checking this report *before* you submit a 'Budget' report or Payment Request can save you time and effort and ensure your expenses are accurate.

## Complete the Attachments Tab

8. Complete the **Attachments** tab on the Expense
9. Attach your Source Documentation here. Source Documentation is required on ALL draws.
  - a. Source Documentation includes receipts, invoices, timesheets, bank statements, cleared checks, etc.

### Add Expense

General
Financials
Attachments

Upload File(s)
 

Choose file(s)

Invoice\_3140.jpg

Create

Cancel

10. Click **Create** to add that expense.

## Edit Expenses

11. To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

**NOTE:** Expenses with an Expense Status of 'Closed' cannot be edited. If you need to edit a closed expense for which you have not yet submitted a payment request, contact your Program Rep, and ask them to Reject your Reporting Period.

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status
<input type="checkbox"/>	3/10/2021	Invoice 3140	Reviewed

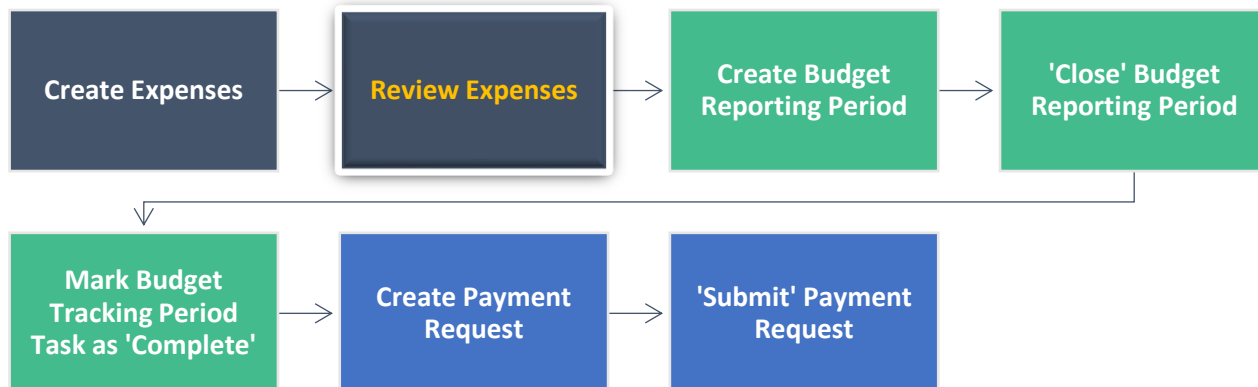
12. To delete an expense or more than one, select the expense row(s) then click the **Trashcan icon**.

All Expenses

Actions

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status
<input checked="" type="checkbox"/>	3/10/2021	Invoice 3140	Reviewed
<input type="checkbox"/>	3/21/2021	Invoice 1123	Reviewed

## Review Expenses (Before Closing Reporting Period)

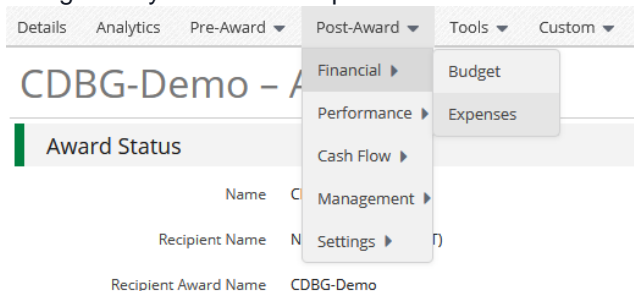


You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to review the 'Reviewed' expenses.

The section below, [Evaluate Created Expenses](#), shows you the best option to review your expenses individually. The following section, [View AmpliFund Reports to Track Expenses](#), presents three different ways to review all your expenses and overall budget. This section is optional but is useful in monitoring that you are drawing down funds appropriately

### Evaluate Created Expenses

13. Navigate to your created expenses: Award Screen > Post-Award (tab) > Financial > Expenses



14. On the Expenses screen, set the appropriate filters:

- **Time Frame:** Custom (Typically, use the Reporting Period as the Start Date and End Date, unless you have reviewed expenses during the time frame from already closed reporting periods)
- **Grant:** [Choose Grant]
- **Category:** Leave this as 'Select a Category' to see them all. You can filter further if you need to.
- **Line Item:** Leave this as 'Select a Line' Item' to see them all. You can filter further if you need to.
- **Options:**
  - **Total Budgeted** – The total Budgeted amount for that line item.
  - **Total Expensed** – The total Expensed amount for that line item.
  - **Total Remaining** – The formula for that line item = Total Budgeted – Total Expensed
  - **Cash Match:** Cash Match Amount for that Expense.
  - **In Kind:** In Kind Match Amount for that Expense.
  - **Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount)

## Grant – Expenses

Filter By		Options				
Time Frame	All	<input type="checkbox"/> Grant Start Date	<input type="checkbox"/> Grant End Date	<input type="checkbox"/> GL Account	<input type="checkbox"/> Grant Name	<input checked="" type="checkbox"/> Budget Category
Grant	DED Demo	<input checked="" type="checkbox"/> Line Item	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> Total Budgeted	<input checked="" type="checkbox"/> Total Expensed	<input checked="" type="checkbox"/> Total Remaining
Category	Select a Category	<input type="checkbox"/> Responsible Individual	<input type="checkbox"/> Created By	<input type="checkbox"/> Created Date	<input type="checkbox"/> Payee	<input checked="" type="checkbox"/> Cash Match
Line Item	Select a Line Item	<input checked="" type="checkbox"/> In Kind	<input type="checkbox"/> Grant Record ID			
<input type="button" value="Run"/>						

15. Click **Run**. This will now list all expenses from your filtering criteria.



16. You can click into the expenses (clicking the green description name), if it is easier, to view and read the description.

**Expense Status:** The ones that are a part of the reporting period are 'Reviewed'. 'Closed' Expenses have already been submitted to Reporting Periods.

**Budget Category:** What the line item is tied to.

**Line Item:** What the Expense is tied to in the category.

**Total Budgeted –** The total Budgeted amount for that line item.

**Total Expensed –** The total Expensed amount for that line item.

**Total Remaining –** The following formula for that line item: Total Budgeted – Total Expensed

**Cash Match:** Cash Match Amount for that Expense.

**In Kind:** In Kind Match Amount for that Expense.

**Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount)

## View AmpliFund Reports to Track Expenses

This section is *optional* but can be used to help review your expenses in a different format and monitor your overall budget. There is one dashboard (**Analytics**) and two reports (**Grant Budget Variance** and **Grant Expense Detail**) that you can view to review or track your expenses and monitor your budget.

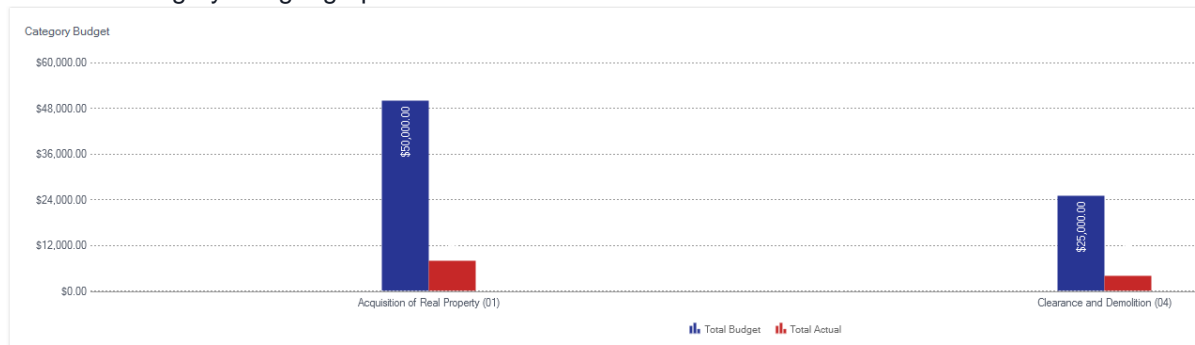
Analytics (Total Expenses per Category)

17. To view your total expenses that have been entered that do not have an expense status of 'Denied' (not necessarily approved): Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab



## DED Demo – Award Details

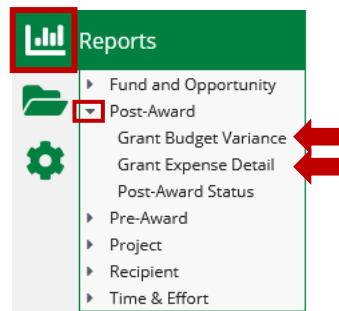
18. View the Category Budget graph at the bottom.



## Standard Reports

Two reports are available to you for budget and expense tracking: **Grant Budget Variance** and **Grant Expense Detail**.

19. Go to Reports (left navigation) > Post-Award > [Choose Report]

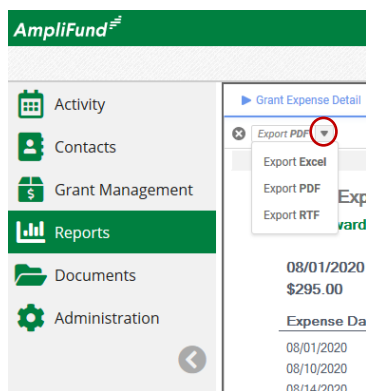


a. Additional Filters (such as date and Grant) are on the right side.

The screenshot shows the 'Filters' section on the right side of the interface. It includes the following filters:

- Grant:** Test Award for Research (selected, circled in red)
- Category:** None (selected)
- Line Item:** None (selected)
- Expense Date Range:** 08/01/2020 to 09/01/2020 (selected, circled in red)

- b. To export this report, select the **down arrow** on the left side and choose the **export type**.



### Grant Budget Variance

20. Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses and do not have an expense status of 'Denied'.

**NOTE:** This report will show you have not fully contributed your Cash Match in a category or if you have over-requested Grant Funds.

Example:

#### Grant Budget Variance Report CDBG-Demo

Grant Dates: 06/26/2020 - 08/28/2021  
Period: 06/30/2020 - 08/28/2021  
\$50,000.00

Reflects Budget

Reflects Entered Expenses

Acquisition of Real Property (01)	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total
Acquisition of Real Property (01)	Bob Green	\$25,000.00	\$25,000.00	\$0.00	\$50,000.00	\$5,000.00	\$3,000.00	\$0.00	\$8,000.00
Sub-Total		\$25,000.00	\$25,000.00	\$0.00	\$50,000.00	\$5,000.00	\$3,000.00	\$0.00	\$8,000.00
Clearance and Demolition (04)	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total
Clearance and Demolition (04)	Bob Green	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00
Construction Management	Bob Green	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$103,000.00	\$0.00	\$0.00	\$103,000.00
Sub-Total		\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
Grand Total		\$50,000.00	\$25,000.00	\$0.00	\$75,000.00	\$130,000.00	\$3,000.00	\$0.00	\$133,000.00

Category Totals (Sum of line items)

### Grant Expense Detail

21. Lists entered expenses. You can use this report instead of searching in the **Grant Expenses** section (Grants > [Choose Grant] > Post-Award > Financial > Expenses).

**NOTE:** Includes ALL expenses (approved and unapproved).

#### Grant Expense Detail CDBG-Demo

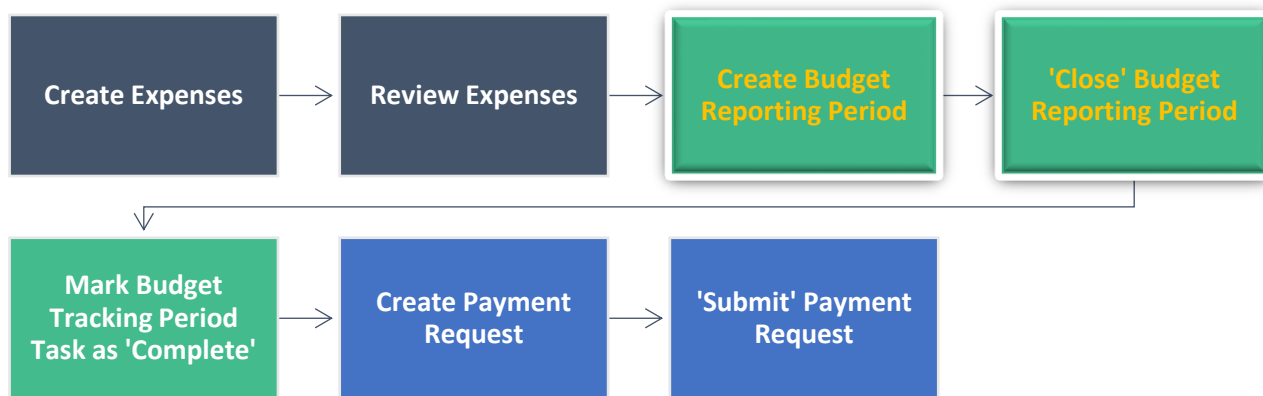
06/26/2020 - 08/28/2021  
\$10,000.00

Expense Date	Expense Status	Description	Line Item	Category	Payee	Amount
03/04/2021	Reviewed	Clearance	Clearance	Clearance and Demolition (04)		\$1,000.00
03/04/2021	Reviewed	Demolition	Demolition	Clearance and Demolition (04)		\$3,000.00
03/04/2021	Reviewed	Acquisition	Acquisition	Acquisition of Real Property (01)		\$6,000.00
Grand Total						\$10,000.00

## Create Budget Reporting Period

22. After you create your expenses, you will need to compile them in a 'Budget Reporting Period'.

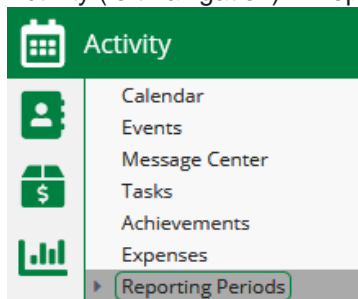
**NOTE:** You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame. You can also submit a Budget Reporting Period with only Cash Match expenses.



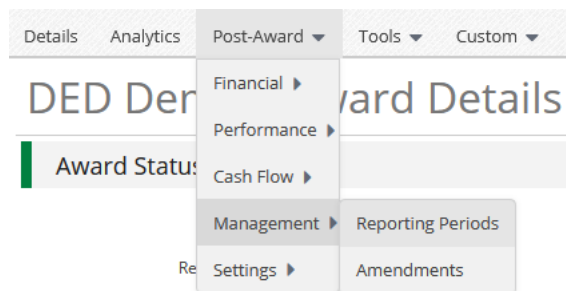
## Access Reporting Period Screen

23. Reporting Periods can be accessed in two ways:

- Activity (left navigation) > Reporting Periods



- Award Screen > Post-Award > Management > Reporting Periods



24. Click the + icon (top right) to create a new Reporting Period.



## Save and Review Reporting Period

25. Select **Expenses**

26. Select the appropriate **Time Period** for the report

27. Click **Save**.

### Reporting Periods

Which grant would you like this closeout to apply to?

DED Demo

What types of reporting periods would you like to include?

☒ Expenses

☐ Achievements

What period of time would you like to close?

Select a time period... ▼

Cancel Save

### Overall Expense Details

Total Awarded Amount	\$10,000.00
Total Expense Amount for Period ⓘ	\$2,400.00
Number of Unreviewed Expenses	0

28. Review the Reporting Period in the **Overall Expense Details** section.

**Total Awarded Amount:** This is your total grant funded amount.

**Total Expense Amount for Period:** This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.

The number Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. Please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.

**Comments:** *Optional.*

**Attach Documentation:** *None*

You will not need to upload your documentation here; it is on your individual expenses.

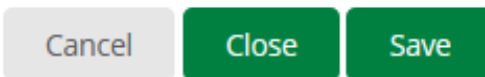
**Expense Analytics:** Not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

**Expense Closeout:** Keep this as 'Select All'. Expenses need to be 'closed' to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

29. If you are ready to submit your Reporting Period to Nebraska DED, click **Close**.

30. If you wish to save progress but not submit to Nebraska DED click the **Save** button.

**NOTE:** You cannot edit Reporting Periods after they have been 'Closed'. If you need to edit an expense from a 'closed' reporting period, contact your Program Manager.

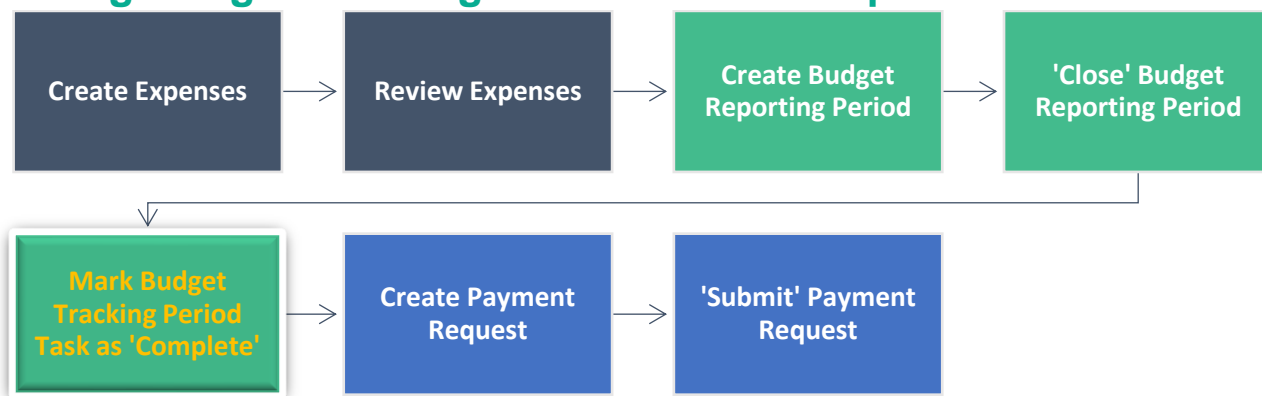


## Found Expense After Reporting Period Is Closed

31. If you have an item that should have been included in a previous Reporting Period, include it in the most recent Reporting Period you can. The date of the expense can be from a 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

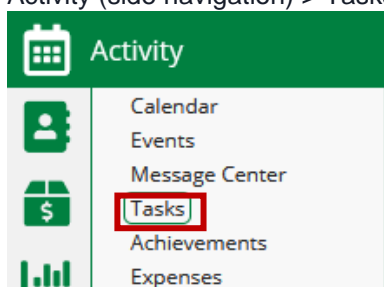
**EXAMPLE:** January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period if it has been marked 'Reviewed' (even though it has a January date).

## Marking Budget Tracking Period Tasks Complete

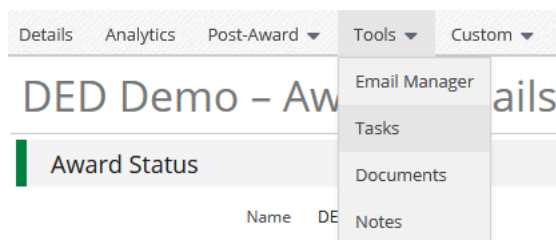


## Access Tasks page

32. There are 2 ways to navigate to Tasks.
- Activity (side navigation) > Tasks




- AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks




## Mark Tasks as Complete




33. After you have closed your Budget Reporting Period, you need to mark the associated task as complete. There are 3 ways to mark the Tasks you are done with as 'Complete':




a. Select Goals that you wish to mark complete, then click the **Mark as Complete** action.

**Actions**  
  

<input type="checkbox"/> Select All	Name	Responsible Individual	Due Date	Task Status
	Budgeting Tracking Period Due - DED Demo	   John Doe	3/31/2021	Not Started

b. Individually click the **Mark as Complete** action on the individual Task.

**Actions**  
  

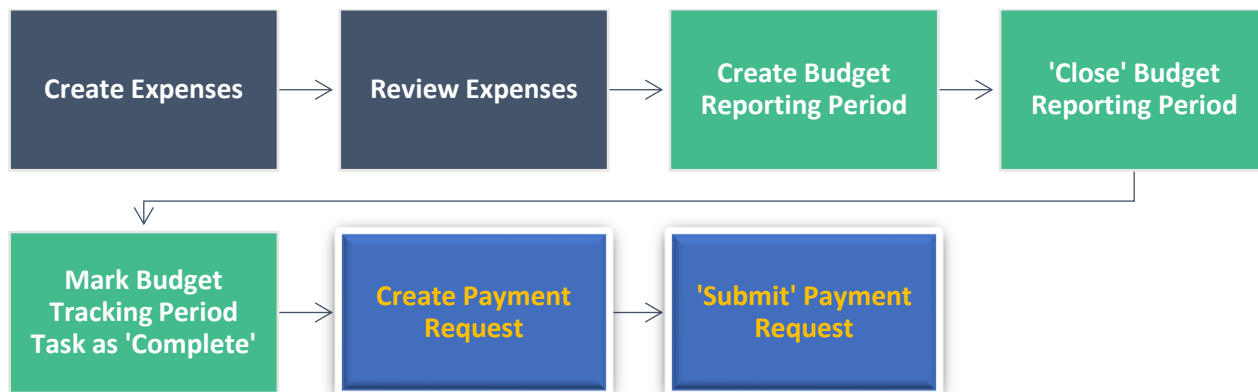
<input type="checkbox"/> Select All	Name	Responsible Individual	Due Date	Task Status
<input type="checkbox"/>	Budgeting Tracking Period Due - DED Demo	   John Doe	3/31/2021	Not Started

c. Click into the action and click the **Mark as Complete** action in the top right.



## Create Reimbursement Payment Request

All Reimbursement Payment Requests must be associated with Budget Reporting Periods. You can only complete one Budget Reporting Period a month. Multiple Budget Reporting Periods can be combined into one Payment Request.

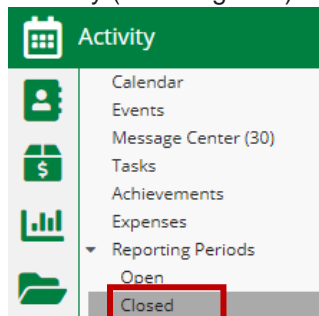


## Access Payment Request Page

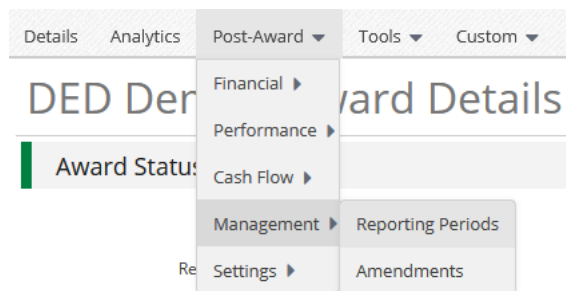
After the Reporting Period is 'Closed', a Payment Request can be created. There are **three** ways to create a payment request: two of these are through the Reporting Period, and one is through the Payment Request area.

34. Create the payment request:



a. Activity (left navigation) > Reporting Periods > Closed



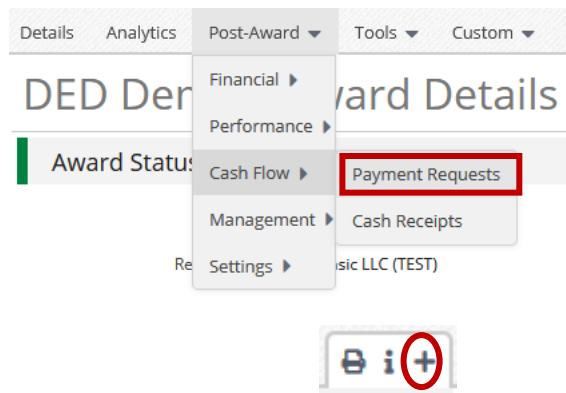
b. Award Screen > Post-Award > Management > Reporting Periods



For both (a) and (b), next to the Reporting Period that you just closed, there is a **money icon**. Click the **money icon** to start the Payment Request.

Reporting Period Start Date		Reporting Period End Date	Reporting Period Type	Status
3/1/2021		3/31/2021	Budget	Closed
2/1/2021		2/28/2021	Budget	Closed

c. Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)



## Complete and Review Reimbursement Payment Request

### Payment Request Information Section

#### 35. Complete the **Payment Request Information Section**

Payment Request Information

Payment Request Name\*

Payment Request #1

Date Created\*

4/1/2021

Related Reporting Period(s)

Period ending 3/31/2021 ✕

Period ending 2/28/2021 ✕

Payment Type

Reimbursement

Payment Request Status

Not Submitted


This will combine multiple Reporting Periods for 1 Payment Request if you select more than 1.

- **Payment Request Name:** "Payment Request [#]".
  - If there have been 3 *APPROVED* previous payment requests, current request is #4.
  - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.
- **Date Created:** Today's date (date you are requesting payment)
- **Related Reporting Period(s):** Make sure all available reporting period(s) are chosen. Select multiple reporting periods (if applicable) so the category amounts will auto-populate.
- **Payment Type:** Reimbursement
- You can click the green **Remaining Grant Balance** field in the Financial Detail section to verify your **Grant Balances** before submitting. Hover over the info icon to read the descriptions. These amounts include all categories but run the 'Grant Budget Variance Report' to make sure you are within your category amounts.

#### Totals

Net Total \$2,250.00

Requested Amount\* \$2,250.00



Remaining Grant Balance \$10,000.00  Click

**NOTE:** If you need to edit your Grant Funded and Match fields in your expenses, contact your Program Manager or Program Representative. If not available, then contact the Responsible Person listed on your Award. Ask them to 'Reject' your Budget Reporting Periods. You will not be able to edit a 'Closed' expense.

## Costs

Auto populates what has been entered as expenses in Reporting Periods.

36. Do not adjust these amounts or add additional categories. Adjusted Payment Requests will be rejected if they don't match expenses from Budget Reporting Periods.

Costs	
Employee Wages	\$1,700.00 
Materials & Supplies	\$2,400.00 
Additional Expenses	<input type="text" value="Select budget categories..."/>
Net Costs	\$4,100.00

## Contributions

Auto populates what has been entered as expenses in Reporting Periods.


37. Verify there is not an Adjusted Match Contribution field. Adjusted Payment Requests will be rejected if they don't match expenses from Budget Reporting Periods.

## Adjustments




38. Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.

### Example



If you accidentally click here the edit pencil.

Contributions	
Match Contribution	\$280.00 
Net Contribution	\$280.00

The adjusted field will appear. To remove it, click the green trashcan.

Contributions	
Match Contribution	\$280.00 
 Adjusted Match Contribution	<input type="text" value="\$0.00"/> 
Net Contribution	\$0.00

If 0 is entered, it means that the Match is \$0, not none, and will adjust the Net Contribution.

Contributions	
Match Contribution	\$280.00 
Adjusted Match Contribution	<input type="text" value="\$0.00"/> 
Net Contribution	\$0.00

The Adjusted field is incorrectly adjusting the Net Contribution as a result.

**NOTE:** This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.

## Totals

39. **Net Total** = Net Costs – Net Contributions

40. **Requested Amount:** [Enter the 'Net Total' amount] (Verify Net Costs and Net Contribution amounts are correct)

## Additional Information

41. **Comments:** *Optional.*

42. **Upload File(s):** *None*

## Submit the Reimbursement Request

43. Click **Submit** if you are done. Click **Create** if you want to submit later.

CreateSubmitCancel

**NOTE:** This will create an automatic email to DED that you have submitted this Payment Request.

## Payment Request Notification

44. You will receive an email notification when the Payment Request has either been 'Approved' or 'Rejected' by your Program Manager.

**End**